



City of Trinidad

Posted: Friday, May 11, 2012

NOTICE AND CALL OF A SPECIAL MEETING OF THE TRINIDAD CITY COUNCIL

The Trinidad City Council will hold a special meeting on
WEDNESDAY, MAY 16, 2012 at 4:00 PM
in the Town Hall at 409 Trinity Street

-
- I. CALL TO ORDER/ROLL CALL
 - II. PLEDGE OF ALLEGIANCE
 - III. APPROVAL OF AGENDA
 - IV. ITEMS FROM THE FLOOR
(Three (3) minute limit per Speaker unless Council approves request for extended time.)
 - V. CONSENT AGENDA ~ *No consent items proposed.*
 - X. DISCUSSION/ACTION AGENDA ITEMS
1. Presentation of Proposed Fiscal Year 2012-2013 Budget.
 - XI. COUNCIL, STAFF, or PUBLIC REQUESTS FOR FUTURE AGENDA ITEMS
 - XII. ADJOURNMENT

DISCUSSION/ACTION AGENDA

Date: May 16, 2012

Item: Presentation of Proposed FY 2012-13 Budget

Background:

A proposed budget has been prepared and is submitted for Council consideration and direction, and includes the following:

- Assumes continuation of the .75% sales tax add on. If the ballot measure is unsuccessful, reductions will be necessary in the 2012-13 year. This could be as high as \$23,000, but will probably be less since some of the add on is paid the city in arrears. The add on tax generates about \$100,000 per year and expires March 31, 2013.
- Funding for 2% across the board salary adjustments for all staff (except City Manager), plus a six month 2.5% promotional progression in accordance with the procedures set forth in the Employee Policies Manual (total equivalent annual increase of 3.25%).
- Reduction in Records Manager hours from current 30 hours per week to 20 hours per week.
- Health insurance costs were factored in at 10% increase. We have since learned that the actual increase to maintain the current policy will be 15%. Staff is reviewing other options to contain costs which might mean increased deductible and/or co-pays.
- Assumes continuation of COPS \$100,000 to help offset law enforcement costs.
- 3% increase in law enforcement contract with Sheriff from \$179,976 to \$185,372
- Factors in a reduction in general fund attorney expense from current budget of \$33,000 to proposed budget of \$25,000 based on current activity.
- Factors in a reduction in general fund planning expense from current budget of \$34,000 to proposed budget of \$28,600 based on tasks for next year and budget allocations for those tasks.
- Allocates a suggested \$6,000 amount for distribution of TOT funds. The City has received two requests: \$2,000 for museum funding and consideration of funding Chamber of Commerce projects (all of which total \$10,350). Requests from these entities are attached.

- Utility costs are anticipated to increase due to costs associated with the new library; however, that will be for less than a full fiscal year.
- Includes a new allocation of \$2,006 required permit fees (based on population) charged to entities owning and/or operating a storm water conveyance system.
- Assumes no further unemployment payments for laid off police employees. The City has been required to continue such payment in the current fiscal year. It is anticipated that benefits will be exhausted in the new fiscal year.
- \$3,000 is budgeted for cherry tree trimming and maintenance due to relinquishment of this responsibility by the Garden Club.
- \$10,000 set aside/reserve in public works for major equipment/vehicle replacement and/or grant match.
- \$15,000 set aside/reserve in water fund for capital acquisition/grant match.
- \$10,000 set aside/reserve in fire department for future capital acquisition.
- Provides \$3,200 for funding to improve/replace sound system in city hall and purchase lap top computer for public presentation purposes.
- Provides \$4,300 (65% general fund; 35% water fund) for purchase of radio communication system for public works staff.
- Provides for replacement of two fire hydrants plus carry over funding for replacement of two hydrants budgeted in current year (\$5,000 x 4).

The fiscal integrity of each fund is demonstrated as follows:

GENERAL FUND

Revenue	\$ 492,703
Expenditures:	
Administrative	\$ 273,492
Police	104,178
Fire	21,321
Public Works	118,676
Total	\$ 517,667

There is a difference of \$24,964 between anticipated revenues and expenditures. This can be made up by carry forward funds, the exact amount of which will not be known until the books close early September; however, the mid year budget report for FY 2011-12 identified about \$25,000 in net gain over the original adopted budget. Yet another

+ 634,145

back up plan is to delay the \$10,000 set aside for reserve/capital acquisition until the end of the fiscal year depending on availability of funds. The General Fund showed a cash balance of \$814,145 as of the last audit, although about \$130,000 of this amount represents restricted proposition 1B cash advances that can only be expended on eligible projects, and another \$50,000 of this amount was designated as a fire department reserve for capital equipment. It is important to note that the City requires a substantial cash balance be available due to its reliance on grants that often reimburse in arrears, and the delay in our ability to have access to budgeted revenues (property taxes, for example).

INTEGRATED WASTE MANAGEMENT:

Revenue	\$ 41,660
Expenditure	\$ 38,884

This budget assumes continuation of the \$5,000 Cal Recycle Grant which is not certain at this time.

WATER FUND

Revenue	\$ 288,200
Expenditure	\$ 304,169

There is a difference of \$15,969 between revenues and expenditures. Of this amount, \$10,000 reflects a carry forward from the prior year budget for replacement of two hydrants that was not able to be accomplished due to other work priorities. The balance can be made up from the fund balance forward (most recent audit reflected a cash position of \$620,680), but as a fall back position, the set aside for capital reserves will be deferred to the end of the fiscal year to assure sufficient funds are available

CEMETERY FUND

Revenue	\$ 8,000
Expenditures	\$ 10,184

Revenues due to plot sales are difficult to predict. This fund had a cash balance as of 6/30/2011 of \$152,389 and can absorb the \$2,184 difference between revenue and expenditures. Revenue of \$14,020 in 2010-11 actually exceeded that year's expenditures of \$13,957, so as long as there is no continued deficit year after year, the fund will remain solvent for quite some time. As is the case with a number of city fees and expenses, cemetery rates are due for a review and analysis.

SUMMARY:

The City's financial position is sound and for the most part current service levels can be expected to continue. Should the sales tax add on measure be defeated, however, it will be necessary to revisit the budget and make modifications to balance revenues and expenditures.

Proposed Action:

Receive presentation on proposed FY 2012-13 budget and give direction as appropriate.

Attachments:

Funding request letters from Chamber of Commerce and Museum

April 10, 2011

TRINIDAD MUSEUM SOCIETY

P.O. BOX 1126

TRINIDAD, CA 95570

Karen Suiker, City Manager

City of Trinidad

409 Trinity Street

Trinidad, CA 95570

Re: Support for Trinidad Museum in new fiscal year

Dear Karen,

Thank you for past, present, and we hope the City Council and City staff's future support and encouragement for Trinidad Museum and the beautiful surrounding common areas.

The Trinidad Museum Society Board of Directors respectfully requests \$2,000 from the City's 2012-2013 budget.

The museum's fifteen volunteer docents, six volunteer gardeners, nine volunteer board of directors and three HSU interns perform a fine service to the community in not only describing Trinidad's rich cultural and natural history but in endeavoring to make visitors, local and from far away, feel welcome and appreciative of our town and its environs.

Trinidad Museum Society, along with the City, and other local groups are partners with the California Coastal National Monument-BLM group. Docents make sure visitors are aware of trails and places to view the offshore rocks, abundant with marine, plant, and bird life.

We believe that not only Trinidad's interesting history is explored but that visitors spend extra time and money in Trinidad, enhancing City revenues.

Much of the building and historic and native plant garden maintenance is performed voluntarily, however, the museum pays for mowing the historic garden and the Trinidad Coastal Land Trust library site so that the area, on the whole, looks inviting at all times.

The board of directors is attentive to cost-saving measures to make sure the museum is fiscally sound for many, many years. But on-going costs for exhibit preparation, event preparation (mainly lectures, book-signings, HSU OLLI classes, and exhibition openings), CCNM partner meeting hosting, newsletter printing and postage, and the day to day expenses of keeping operations running smoothly, and hiring one to two assistants part time, use up much of our revenue from memberships and book sales.

We hope that the Council will consider the request for \$2,000 in assistance this year.

Sincerely,



Patricia Fleschner, President

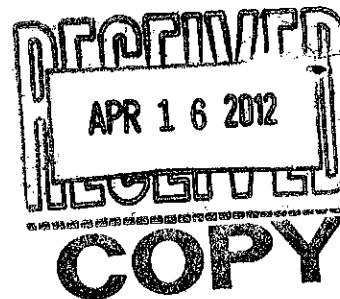
707 677-3816, baycity@sonic.net

P.S. The redwood memorial benches, donated by museum benefactors, in Saunders Park are receiving quite the beating from our daring skateboarder friends. Perhaps a ~~concrete~~ about preserving them might be in order soon.

4/10/2012 10:19 AM

13 April, 2012

Karen B. Suiker, City Manager
City of Trinidad
409 Trinity Street
Trinidad, CA 95570



Dear Ms. Suiker:

As the City of Trinidad develops its budget for FY 2013, the Greater Trinidad Chamber of Commerce would like to request support for its tourism expenditures. The following two pages include our anticipated projects for FY 2013, the projected costs, and a brief explanation of each project. As you will see, the projects interconnect and many grow from the efforts of FY 2012.

Below is a list of the projects and their budgeted costs.

Web Site Expansion	\$800
Brochures	\$3000
Directional Signs	\$2500
Advertising	\$1300
Visitor Information Kiosk	\$1250
CCNM Hiking Trails	\$1000
Marketing for CCNM	<hr/> \$500
	<hr/> \$10,350

If you have questions, please contact me at 707-677-9338(H) or at dkoutouzos@suddenlink.net.

Sincerely,

Dennis W. Koutouzos
President



Greater Trinidad Chamber of Commerce
PO.Box 356 Trinidad, California 95570
707 677 1610

Web Site Expansion \$800

The current website focuses on tourism and drawing people to Trinidad for vacations. Judging from our inquiries and from visitors' reactions to the area, we will add four new pages to the site:

- Weddings Patrick's Point State Park, the Memorial Lighthouse, Houda Point, other area locations, and some B & Bs are perfect spots for romantic destination weddings. To promote weddings, we plan to design a page of pictures and draw together a list of resources (caterers, lodging, officiants, photographers, bands, etc.), all of which will be drawn from Chamber members.
- Relocation Vacationers often think about relocating to the area, and providing them with information and local resources all in one place is a first step in welcoming them to the city and the area.
- Clam Beach Run Design a page that highlights the scenery and the experience of the event and use the page as a marketing tool to bring out-of-area runners to the area. Our current page links to the company that operates the run. It has information, but not much local flavor and not enough pictures.
- California Coastal National Monument Design a page focusing on Trinidad's position as a Gateway to the Monument. The Monument has the potential to increase tourism considerably, especially as recreational activities can be linked to the Monument.

Brochures \$3000

Redesign the Trinidad brochure from four panels to three panels. \$500

A three-panel brochure could be downloaded from our website and printed on a home printer, and it would be less expensive to print in quantity.

Print & distribute brochures to other tourist services and ad sites. \$2500

Directional Signs \$2500

Restore the Directional Signs along Patrick's Point Drive. The area has two sets of direction signs along Patrick's Point Drive, one at Patrick's Point and one at Seagate Drive. A third set, near the Chevron station, was removed years ago. The signs are quaint, but in disrepair. Defunct businesses need to be removed, new businesses need to be added; paint in the carved names needs freshening, the boards need to be of uniform size, and the backings need repair. Locating a third set of signs near US 101 & Main Street will be explored, as this is the main entrance to town.

Advertising \$1300

Expand print advertising in travel sections of metropolitan newspapers in CA, OR, WA, and NV, and in travel magazines, particularly issues or publications that focus on Northern California.

Visitor Information Kiosk \$1250

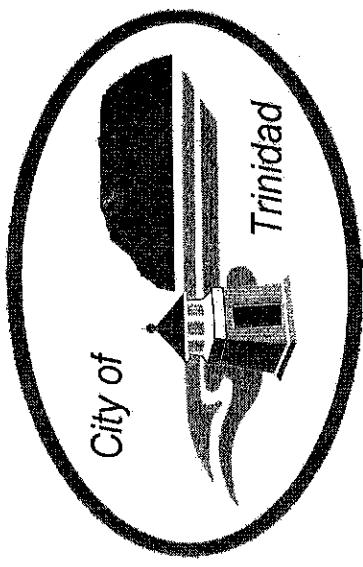
1. Provide free wi-fi at the kiosk for travelers. \$350
2. Staffing of the kiosk for June-September. 400
3. Inside: post tourist map of town & the area from Moonstone to PP State Park. \$500

CCNM Hiking Trails \$1000

Design and print a map of Trinidad area hiking trails which includes length of trail, elevation gain/loss, degree of difficulty, handicapped accessibility, and parking. Map would be available from the website and at the kiosk. Entrance to some trails may need signage. Suitable trails would also include information on the California Coastal National Monument (CCNM) from overlooks.

Marketing for California Coastal National Monument \$500

Coordinate with the Bureau of Land Management and the North Coast Land Trust to make the CCNM accessible from the shore. Design a marketing approach that integrates our website (see above) and includes land-based access, kayaking, and boat trips (with or without fishing).



CITY OF TRINIDAD

FY 2012-13
BUDGET WORKSHEETS

CITY OF TRINIDAD

FY 2012-13 PROPOSED BUDGET

General Fund Revenue

	FY 2010-11 Actual	FY 2011-12 Budget	Actual Thru 2/29/2012	FY 2012-13 Proposed Budget
201 REVENUES				
41010 Property Taxes - Secured	\$ 71,899	\$ 115,000	\$ 39,717	\$ 72,200
41020 Property Tax - Unsecured	\$ 3,057	\$ -	\$ 3,022	\$ 3,025
41040 Property Tax - Prior Unsecured	\$ 46	\$ -	\$ 58	\$ 60
41050 Property Tax - Current suppl	\$ 225	\$ -	\$ 209	\$ 220
41060 Property Tax - prior Supplemental	\$ 227	\$ -	\$ 111	\$ 200
41071 Motor Vehicles Fines	\$ 3,114	\$ -	\$ 652	\$ 1,000
41072 Booking Fees	\$ 452	\$ -	\$ 155	\$ -
41080 Property Tax - Homeowners	\$ 445	\$ -	\$ -	\$ -
41090 Real Property Transfer Tax	\$ 334	\$ -	\$ -	\$ -
41110 Property Tax Exemption	\$ 635	\$ -	\$ 640	\$ 640
41130 Public Safety 1/2% sales tax	\$ 1,090	\$ -	\$ 794	\$ 1,660
41140 Documentary Real Property Tax	\$ 865	\$ -	\$ 1,018	\$ 2,000
41190 Property Tax Administration	\$ (3,556)	\$ -	\$ (1,801)	\$ (3,675)
41200 LAFCO	\$ (493)	\$ -	\$ (585)	\$ (600)
41210 In Lieu Sales & Use Tax	\$ 27,258	\$ -	\$ 11,809	\$ 23,620
41220 In Lieu VLF	\$ 25,835	\$ -	\$ 13,258	\$ 26,520
42000 Sales Taxes	\$ 206,744	\$ 180,000	\$ 83,146	\$ 190,000
43000 Transient Occupancy Tax	\$ 72,409	\$ 80,000	\$ 62,336	\$ 87,500
47310 Vehicle License Collection	\$ 474	\$ -	\$ 182	\$ 200
49080 Motor Vehicle License Fee Gap	\$ 339	\$ 3,500	\$ 704	\$ 720
53010 Copy Machine Fees	\$ 50	\$ 100	\$ 28	\$ 50
53020 Interest Received	\$ 23,660	\$ 15,000	\$ 13,196	\$ 20,000
53030 Donations	\$ -	\$ -	\$ 50	\$ -
53090 Other Miscellaneous Income	\$ 10,019	\$ 2,500	\$ 55,771	\$ 2,500
54020 Planner Application Processing	\$ 5,702	\$ 8,500	\$ 5,770	\$ 6,000
54040 Engineer Application Processing	\$ -	\$ 500	\$ -	\$ -
54050 Building Inspector Application Processing	\$ 24,626	\$ 10,000	\$ 31,413	\$ 10,000
54100 Animal License	\$ 34	\$ 100	\$ 80	\$ 100

54130 Farmers Market Business License	\$ 415	\$ -	\$ 30	\$ -
51040 Zoning & Subdivision Fees	\$ 10	\$ -	\$ -	\$ -
54150 Business License	\$ 5,100	\$ 7,500	\$ 8,426	\$ 8,400
54300 Encroachment Permits	\$ 460	\$ 400	\$ 100	\$ 200
56150 Franchise Fees	\$ 8,460	\$ -	\$ 12,945	\$ -
56400 Rental Income - Verizon	\$ 19,716	\$ 19,620	\$ 13,552	\$ 21,118
56500 Rental Income - Harbor	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,125
46600 Rental Income - Tennis Court	\$ -	\$ -	\$ 50	\$ -
56650 Rental Income - Suddenlink	\$ 3,949	\$ 4,200	\$ 2,935	\$ 3,920
56700 Rental Income - Town Hall	\$ 6,365	\$ 8,500	\$ 8,720	\$ 10,000
56800 Rental Income - Misc	\$ -	\$ 500	\$ -	\$ -
59999 Interdepartmental Transfer	\$ 2,533	\$ 5,000	\$ -	\$ -
TOTAL REVENUES	\$ 527,498	\$ 465,920	\$ 373,491	\$ 492,703

CITY OF TRINIDAD

FY2013 BUDGET**Proposed General Fund Admin Expenditures**

		FY 2010-11 Actual	FY 2011-12 Budget	Actual Thru 2/29/2012	FY 2012-13 Proposed Budget
201 EXPENDITURES					
60000 Interdepartmental Transfers	\$ -	\$ 0	\$ 0	\$ -	\$ 2,385
60900 Honorariums	\$ 2,750	\$ 33,000	\$ 2,000	\$ 3,000	
61000 Employee Wages	\$ 65,549	\$ 72,615	\$ 49,633	\$ 92,768	
61250 Overtime	\$ -	\$ 11,500	\$ -	\$ 500	
61470 Fringe Benefits	\$ 6,339	\$ 387			
65000 Employee Benefits	\$ -	\$ 8,746	\$ -		
65100 Deferred Retirement	\$ 6,699	\$ 0	\$ 1,774	\$ 3,657	
65200 Medical Insurance & Expense	\$ 6,533	\$ 6,384	\$ 3,170	\$ 5,663	
65300 Worker's Compensation	\$ 614	\$ 4,486	\$ 3,101		
65400 Unemployment Compensation	\$ 2,111	\$ -	\$ -		
65500 Employee Mileage Reimbursement	\$ 1,177	\$ 1,200	\$ 532	\$ 1,200	
65600 Payroll Tax	\$ 5,844	\$ 3,955	\$ 7,377		
68090 Crime Bond	\$ 700	\$ 770	\$ 700	\$ 525	
68200 General Liability Insurance	\$ 5,443	\$ 10,908	\$ 5,211	\$ 9,919	
68300 Property & Casualty Insurance	\$ 4,397	\$ 4,387	\$ 3,748	\$ 4,466	
71100 Attorney - Meetings	\$ 18,745	\$ 15,000	\$ 647	\$ -	
71110 Attorney - Administrative Tasks	\$ 8,517	\$ 8,000	\$ 4,171	\$ 20,000	
71130 Attorney - Litigation	\$ 3,223	\$ 10,000	\$ 8,081	\$ 5,000	
71140 Attorney - Mileage	\$ 38	\$ -	\$ -		
71160 Accounting	\$ 255	\$ -	\$ -		
71210 City Engineer - Administration	\$ 5,225	\$ 7,000	\$ 769	\$ 1,500	
71220 City Engineer - Application Processing	\$ -	\$ 2,000	\$ -	\$ -	
71300 City Planner - Meetings	\$ 4,624	\$ 4,200	\$ 2,334	\$ -	
71310 City Planner - Administration	\$ 10,908	\$ 7,000	\$ 9,909	\$ 28,600	
71320 City Planner - Application Processing	\$ 5,310	\$ 7,000	\$ 7,884	\$ -	
71330 City Planner - Enforcement	\$ 888	\$ 0	\$ 202	\$ -	
71340 City Planner - Projects	\$ 8,241	\$ 20,000	\$ 6,315	\$ -	
71400 Building Inspector - Application Processing	\$ -	\$ 0	\$ 3,898	\$ -	
71410 Building Inspector - Admin Tasks	\$ 568	\$ 0	\$ 5	\$ 10,000	
71420 Building Inspector - Permit Process	\$ 1,922	\$ 5,000	\$ 14,508	\$ -	
71430 Building Inspector - Enforcement	\$ 594	\$ 0	\$ 90	\$ -	
71510 Accountant - Admin Tasks	\$ 14,009	\$ 20,000	\$ 9,597	\$ 11,050	
71620 Auditor - Financial Reports	\$ 11,044	\$ 11,913	\$ 7,191	\$ 13,585	
72000 TOT Allocation	\$ -	\$ 4,500	\$ 4,000	\$ 6,000	
72100 Bad Debts		\$ 110	\$ -		
75110 Financial Advisor/Tech Support	\$ 941	\$ 1,200	\$ 536	\$ 1,200	
75160 Library & Local Contributions	\$ -	\$ 1,500	\$ -	\$ -	
75170 Rent	\$ 5,850	\$ 7,800	\$ 5,200	\$ 8,190	
75180 Utilities	\$ 4,273	\$ 4,000	\$ 2,449	\$ 6,000	
75190 Dues & Memberships	\$ 12,846	\$ 11,000	\$ 357	\$ 500	
75200 Municipal Expense	\$ 1,032	\$ 7,500	\$ 2,337	\$ 3,006	

75220 Office Supplies & Expense	\$ 4,470	\$4,500	\$ 3,750	\$ 5,500
73240 Bank Charges	\$ 73	\$0	\$ 106	\$ 200
73300 Contracted Services	\$ 4,200	\$ 600	\$ 1,000	
75990 Miscellaneous Expense	\$ 1,027	\$1,900	\$ -	\$ -
76110 Telephone & Communications	\$ 1,950	\$2,500	\$ 1,266	\$ 2,500
76130 Cable and Internet Services	\$ 1,980	\$2,000	\$ 1,288	\$ 2,400
76150 Travel	\$ -	\$1,500	\$ -	\$ 1,500
78160 Building Repairs & Maintenance	\$ 3,210	\$3,500	\$ 2,032	\$ 5,000
78190 Materials, Supplies & Equipment	\$ 3,616	\$5,000	\$ 1,623	\$ 6,200
TOTAL EXPENSES	\$247,735	\$275,023	\$ 176,851	\$ 273,492

CITY OF TRINIDAD

PROPOSED FY2013 BUDGET**General Fund Department 301 - Police Department**

		FY 2010-11 Actual	FY 2011-12 Budget	Actual Thru 2/29/2012	FY 2012-13 Proposed Budget
301 EXPENDITURES					
61000 Employee Wages	\$ 20,662	\$ 19,585	\$ 12,375	\$ 4,694	
63000 Employee Taxes, Insurance & Benefits	\$ 639	\$ -	\$ 1	\$ -	
65100 Deferred Retirement	\$ 290			\$ -	
65200 Medical Insurance & Expense	\$ (586)			\$ -	
65300 Workmen's Comp Insurance	\$ 615	\$ 2,359	\$ 604	\$ 157	
65400 Unemployment Compensation	\$ 3,632			\$ -	
65600 Payroll Tax	\$ 1,582		\$ 948	\$ 359	
71160 Accounting	\$ 233			\$ -	
71510 Accountant	\$ 5,130			\$ -	
71620 Auditor	\$ 792		\$ 846	\$ -	
75170 Rent	\$ 8,450	\$ 7,800	\$ 5,200	\$ 8,190	
75190 Dues & Memberships	\$ -	\$ -	\$ 122	\$ -	
75180 Utilities	\$ 2,632	\$ 1,200	\$ 1,561	\$ 2,410	
75220 Office Supplies & Expense	\$ 645	\$ 300	\$ 73	\$ 200	
75300 Contracted Services	\$ 74,508	\$ 82,745	\$ -	\$ 85,372	
75350 Animal Control	\$ 1,356	\$ 1,396	\$ 904	\$ 1,796	
75580 Investigation	\$ 105			\$ -	
75990 Miscellaneous Expense			\$ 45	\$ -	
76110 Telephone & Communications	\$ 948	\$ 1,800	\$ 638	\$ 1,000	
76130 Cable & Internet	\$ 175				
78150 Vehicle Repairs	\$ 60	\$ -	\$ 882	\$ -	
78160 Building Repairs & Maintenance			\$ 39	\$ -	
78210 Advertising			\$ 61	\$ -	
85000 Capital Outlay	\$ 2,792			\$ -	
TOTAL EXPENSES	\$ 124,660	\$ 117,185	\$ 24,299	\$ 104,178	

CITY OF TRINIDAD

PROPOSED FY2013 BUDGET**General Fund Dept. 401 - Fire Department**

	FY 2010-11 Actual	FY 2011-12 Budget	Actual Thru 2/29/2012	FY 2012-13 Proposed Budget
401 EXPENDITURES				
60900 Honorariums				
60900 Honorariums	\$ 1,650	\$ 1,800	\$ 1,200	\$ 1,800
75110 Financial Advisor	\$ 90	\$ -	\$ -	\$ -
75180 Utilities	\$ 594	\$ 800	\$ 2,220	\$ 1,315
75190 Dues & Membership	\$ 10	\$ 10	\$ 10	\$ 10
75260 Backgrounds/Education	\$ 125	\$ 1,000	\$ -	\$ -
75280 Training/Education	\$ 161	\$ -	\$ -	\$ -
75990 Miscellaneous Expense	\$ 123	\$ 175	\$ 150	\$ -
75300 Contracted Services	\$ 160	\$ 175	\$ 37	\$ 100
76110 Telephone	\$ -	\$ 1,602	\$ 618	\$ 618
76140 Dispatch	\$ 151	\$ 750	\$ 68	\$ 400
78140 Vehicle Fuel and Oil	\$ -	\$ 3,000	\$ 3,716	\$ 3,000
78150 Vehicle Repairs & Maintenance	\$ 208	\$ 500	\$ 1,207	\$ 700
78160 Building Repairs & Maintenance	\$ 6,534	\$ 7,500	\$ 6,903	\$ 2,500
78190 Materials, Supplies & Equipment	\$ -	\$ 1,500	\$ -	\$ 750
78200 Equipment Repairs & Maintenance	\$ -	\$ 50,000	\$ 50,000	\$ 10,000
90000 Capital Reserves	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 9,806	\$ 67,210	\$ 67,113	\$ 21,321

CITY OF TRINIDAD

PROPOSED FY2013 BUDGET**General Fund 501 Public Works**

		FY 2010-11 Actual	FY 2011-12 Budget	Actual Thru 2/29/2012	FY 2012-13 Proposed Budget
501 EXPENDITURES					
61000 Employee Gross Wages	\$ 31,451	\$ 39,180	\$ 25,939	\$ 38,897	
61250 Employee Overtime	\$ 3,000	\$ 188	\$ 188	\$ 1,500	
65100 Deferred Retirement	\$ 3,223	\$ -	\$ 2,338	\$ 3,943	
65200 Medical Insurance & Benefits	\$ 12,721	\$ 21,113	\$ 11,738	\$ 19,663	
65300 Workmen's Comp Insurance	\$ 615	\$ 4,720	\$ 1,847	\$ 1,301	
65600 Payroll Tax	\$ 2,698	\$ 2,097	\$ 2,097	\$ 3,277	
68200 General Liability Insurance	\$ 992	\$ 474	\$ 474	\$ -	
71210 City Engineer - Admin	\$ 2,500	\$ 4,078	\$ 4,078	\$ 4,800	
71250 City Engineer - Project Fees	\$ 943	\$ 4,596	\$ 4,596	\$ 4,000	
71510 Accountant - Admin Tasks	\$ 1,100	\$ -	\$ -	\$ 3,000	
75180 Utilities	\$ 74	\$ 36	\$ 36	\$ -	
75300 Contracted Services - Tree Trimming	\$ 1,500	\$ 1,500	\$ 1,500	\$ 3,000	
75370 Uniforms/personal Equipment	\$ 82	\$ 82	\$ 82	\$ -	
78100 Street Maintenance & Repair	\$ 114,700	\$ 42,806	\$ 42,806	\$ 5,000	
78110 Street Safety Improvements	\$ 1,320	\$ -	\$ -	\$ -	
78120 Street Lighting - Operations	\$ 3,500	\$ 4,800	\$ 2,568	\$ 5,000	
78125 Street Lighting - Improvements	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	
78130 Trail & Park Maintenance	\$ 21,191	\$ 1,000	\$ 96	\$ 1,000	
78140 Vehicle Fuel & Oil	\$ 2,837	\$ 3,000	\$ 2,866	\$ 4,000	
78150 Vehicle Repairs	\$ 1,291	\$ 2,000	\$ 2,213	\$ 2,500	
78160 Building Repairs & maintenance	\$ -	\$ 265	\$ 265	\$ -	
78180 Other Repair & Maintenance	\$ 43	\$ -	\$ -	\$ -	
78190 Materials, Supplies & Equipment	\$ 2,473	\$ 2,500	\$ 3,952	\$ 7,795	
78200 Equipment Repairs & Maintenance	\$ 315	\$ 228	\$ 228	\$ -	
90000 Transfer to Reserve	\$ 96,577	\$ 242,105	\$ 108,407	\$ 118,676	
TOTAL EXPENSES					

CITY OF TRINIDAD

PROPOSED FY2013 BUDGET**Special Revenue Fund - Integrated Waste Management**

Fund 204

	FY 2010-11 Actual	FY 2011-12 Budget	Actual Thru 2/29/2012	FY 2012-13 Proposed Budget
204 REVENUES				
46000 Grant Income	\$ 720	\$ 5,000	\$ 5,000	\$ 5,000
47600 Blue Bag Sales	\$ 3,346	\$ 3,500	\$ 2,127	\$ 3,600
47650 Recycling Revenue	\$ 26,638	\$ 32,000	\$ 22,040	\$ 33,060
TOTAL REVENUES	\$ 30,704	\$ 40,500	\$ 29,167	\$ 41,660
204 EXPENDITURES				
61000 Employee Gross Wages and Overtime	\$ 12,794	\$ 13,265	\$ 8,704	\$ 5,762
61250 Overtime		\$ 1,598	\$ 58	\$ -
65000 Employee Benefits			\$ 997	\$ 691
65100 Deferred Retirement	\$ 1,417			
65200 Medical Insurance	\$ 3,942	\$ 6,461	\$ 3,343	\$ 2,543
65300 Workman's Compensation	\$ 284		\$ 591	\$ 193
65600 Payroll Tax	\$ 1,073		\$ 724	\$ 493
75120 Waste Recycling Pickup/Disposal	\$ 14,400	\$ 16,000	\$ 11,200	\$ 18,000
75130 Garbage	\$ 927		\$ 556	\$ -
75140 Blue Bag Purchases	\$ 3,160	\$ 3,500	\$ 1,590	\$ 3,600
78100 Sanitation	\$ 6,798	\$ 7,000	\$ 4,019	\$ 6,500
78190 Materials, Supplies & Equipment	\$ 1,249	\$ 1,000	\$ 325	\$ 1,000
78210 Advertising Outreach	\$ 480	\$ -	\$ 89	\$ 100
85000 Capital Outlay		\$ 4,800	\$ 4,719	\$ -
TOTAL EXPENSES	\$ 46,524	\$ 53,624	\$ 36,915	\$ 38,882

CITY OF TRINIDAD

PROPOSED FY2013 BUDGET**Enterprise Fund - Water****Fund 601**

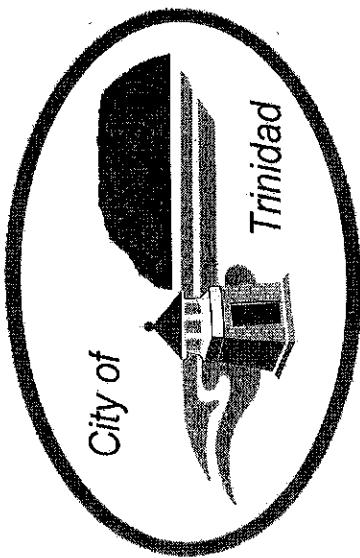
		FY 2010-11 Actual	FY 2011-12 Budget	Actual Thru 2/29/2012	FY 2012-13 Proposed Budget
601 REVENUES					
53020 Interest Received	\$ 10,138	\$ 20,000	\$ -	\$ 9,000	
53090 Other Miscellaneous Income	\$ 908	\$ 1,000	\$ 560	\$ 1,000	
57100 Water Sales	\$ 215,688	\$ 221,000	\$ 146,230	\$ 265,700	
57300 New Water Hookups	\$ 4,500	\$ 9,000	\$ -	\$ 4,500	
57500 Penalties	\$ 9,355	\$ 6,000	\$ 8,085	\$ 8,000	
TOTAL REVENUES	\$ 240,589	\$ 257,000	\$ 154,875	\$ 288,200	
601 EXPENSES					
27100 Davis Grunsky Note	\$ 14,158	\$ 14,158	\$ 14,158	\$ -	
27200 Drinking Water Bond Note - P&I	\$ 9,452	\$ 11,026	\$ 9,743		
27900 Deferred Interest-Davis Grunsky	\$ 1,040	\$ 1,040	\$ 1,040	\$ -	
61000 Employee Wages	\$ 79,115	\$ 83,354	\$ 54,905	\$ 89,127	
61250 Employee Overtime	\$ 883	\$ 5,000	\$ 272	\$ 2,000	
65000 Employee Taxes, Insurance & Benefits	\$ -	\$ 10,040	\$ -	\$ -	
65100 Deferred Retirement	\$ 9,013	\$ -	\$ 5,872	\$ 10,332	
65200 Medical Insurance & Expense	\$ 28,760	\$ 43,590	\$ 22,837	\$ 41,993	
65300 Workmen's Compensation	\$ 1,844	\$ -	\$ 3,878	\$ 2,980	
65600 Payroll Tax	\$ 6,781	\$ -	\$ 4,567	\$ 7,609	
68200 General Liability Insurance	\$ 4,000	\$ 7,933	\$ 3,789	\$ 5,341	
68300 Property & Casualty Insurance	\$ 2,250	\$ 2,925	\$ 2,498	\$ 2,405	
71110 City Attorney - Administrative Tasks	\$ -	\$ 4,500	\$ 202	\$ 500	
71160 Accounting	\$ 240	\$ -	\$ -	\$ -	
71210 City Engineer - Admin Tasks	\$ 3,499	\$ 43,620	\$ -	\$ 5,000	
71230 Engineer special projects	\$ 15,213	\$ 14,848	\$ 14,786	\$ -	
71510 Accountant	\$ 6,432	\$ 9,000	\$ 5,168	\$ 7,000	
71620 Auditor	\$ 9,064	\$ 9,000	\$ 6,063	\$ 7,315	
72100 Bad Debts	\$ 295	\$ -	\$ 81	\$ 200	
75110 Financial Advisor	\$ 45	\$ -	\$ -	\$ -	
75180 Utilities	\$ 10,826	\$ 14,000	\$ 7,572	\$ 13,500	

75190 Dues & Memberships	\$ 1,059	\$ 900	\$ 467	\$ 900
75220 Office Supplies & Expense	\$ 1,957	\$ 2,000	\$ 1,620	\$ 2,200
75230 Interest Expense	\$ 2,115	\$ 1,935	\$ 824	\$ 1,284
75240 Bank Charges	\$ 10	\$ -	\$ 20	\$ 100
75280 Training/Education	\$ -	\$ -	\$ 315	\$ 500
75990 Miscellaneous Expense	\$ 117	\$ 250	\$ 52	\$ 250
76110 Telephone	\$ 1,011	\$ 1,500	\$ 552	\$ 900
76130 Cable & Internet Service	\$ 539	\$ 588	\$ 392	\$ 620
76160 Licenses & Fees	\$ 2,315	\$ 2,200	\$ 2,245	\$ 2,475
78140 Vehicle Fuel and Oil	\$ 2,054	\$ 3,000	\$ 1,262	\$ 2,500
78150 Vehicle Repairs	\$ 37	\$ 1,500	\$ 1,349	\$ 2,000
78160 Building Repairs and Maintenance	\$ 1,399	\$ 2,000	\$ 1,110	\$ 2,000
78170 Security System	\$ 276	\$ 276	\$ 1,743	\$ 350
78190 Materials, Supplies and Equipment	\$ 4,665	\$ 5,000	\$ 4,263	\$ 6,505
78200 Equipment Repairs & Maintenance	\$ 298	\$ 500	\$ 512	\$ 1,000
79100 Water Lab Fees	\$ 3,137	\$ 5,500	\$ 1,630	\$ 4,500
79120 Water Plant Chemical	\$ 10,858	\$ 16,000	\$ 5,626	\$ 12,000
79130 Water Line Hook-Ups	\$ -	\$ 4,000	\$ -	\$ 4,000
79150 Water Line Repair and Maintenance	\$ 12,976	\$ 20,000	\$ 936	\$ 30,000
79160 Water Plant and Equipment Repair	\$ 8,611	\$ 10,000	\$ 2,399	\$ 10,000
90000 Capital Reserves			\$ 15,000	
TOTAL EXPENSES	\$ 256,344	\$ 351,183	\$ 175,005	\$ 304,129

CITY OF TRINIDAD

PROPOSED FY2013 BUDGET**Enterprise Fund - Cemetery****Fund 701**

	FY 2010-11 Actual	FY 2011-12 Budget	Actual Thru 2/29/2012	FY 2012-13 Proposed Budget
701 REVENUES				
53020 Interest Income	\$ 2,488	\$ 3,000	\$ -	\$ 2,000
58100 Cemetery Plot Sales	\$ 11,532	\$ 9,000	\$ 3,750	\$ 6,000
58150 Cemetery Plot Refunds	\$ -	\$ -	\$ (2,820)	
TOTAL REVENUES	\$ 14,020	\$ 12,000	\$ 930	\$ 8,000
701 EXPENDITURES				
61000 Employee Gross Wages and Overtime	\$ 8,362	\$ 8,727	\$ 5,747	\$ 5,762
61250 Overtime	\$ -	\$ 1,051	\$ 58	\$ -
65000 Employee Taxes, Insurance & Benefits	\$ 871	\$ -	\$ 642	\$ 691
65100 Deferred Retirement	\$ 3,063	\$ 5,184	\$ 2,821	\$ 2,543
65200 Medical Insurance & Expense	\$ 189		\$ 430	\$ 193
65300 Workmen's Comp Insurance	\$ 706		\$ 471	\$ 493
65600 Payroll Tax	\$ 500			
67200 Insurance - Liability				
75300 Contracted Services		\$ 500		
78180 Other Repair & Maintenance	\$ -	\$ 500		
78190 Materials, Supplies & Equipment	\$ 266	\$ 500	\$ 89	\$ 500
TOTAL EXPENSES	\$ 13,957	\$ 16,462	\$ 10,258	\$ 10,182



CITY OF TRINIDAD

FY 2012-13
PROPOSED BUDGET

General Fund

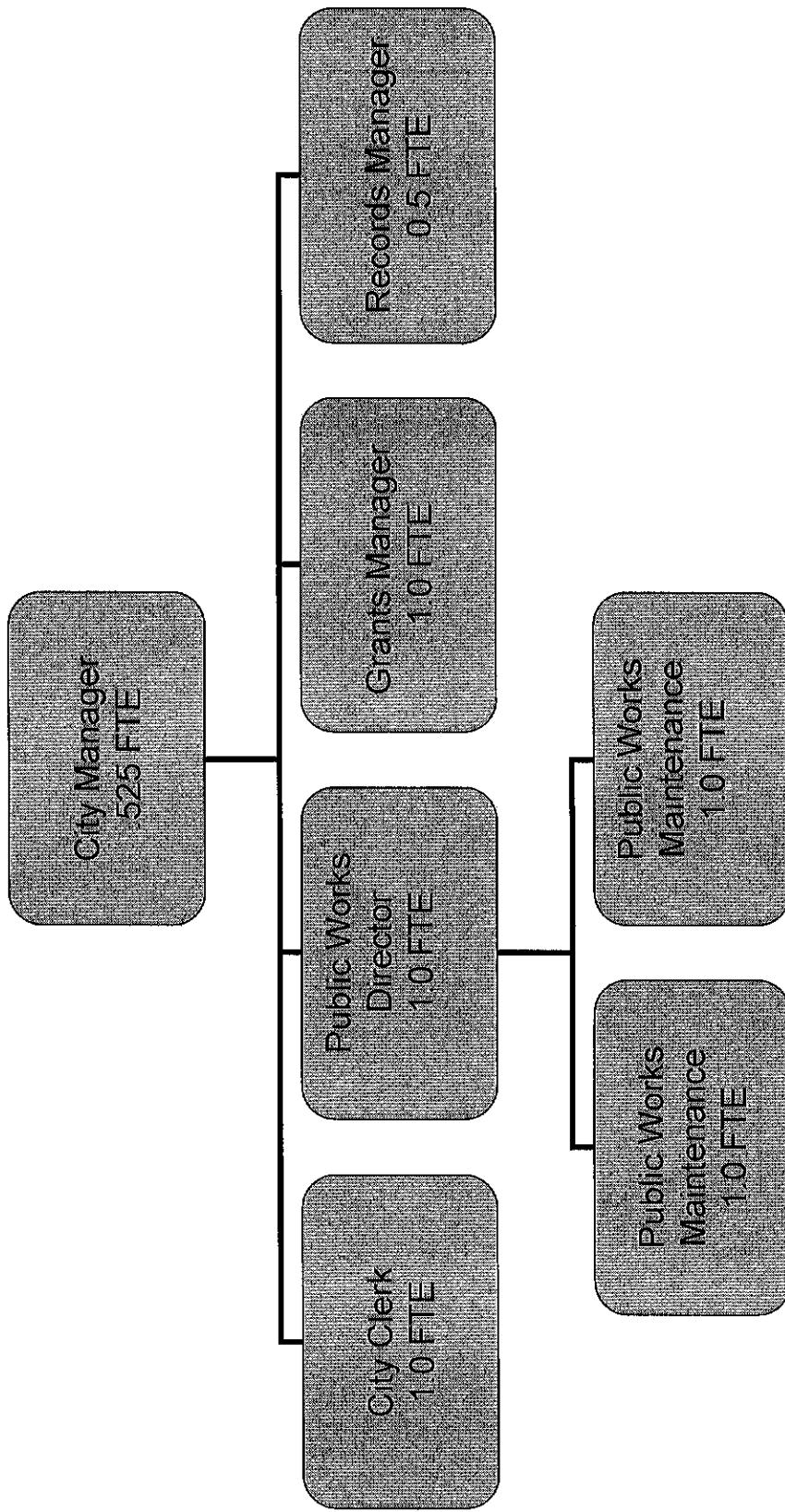
- Administrative (town hall services, liability insurance, audit and accounting costs, legal services, planner and building official)
- Law Enforcement Services
- Fire Services
- Public Works (street maintenance and street lighting, building maintenance, park and trails)

Non General Funds

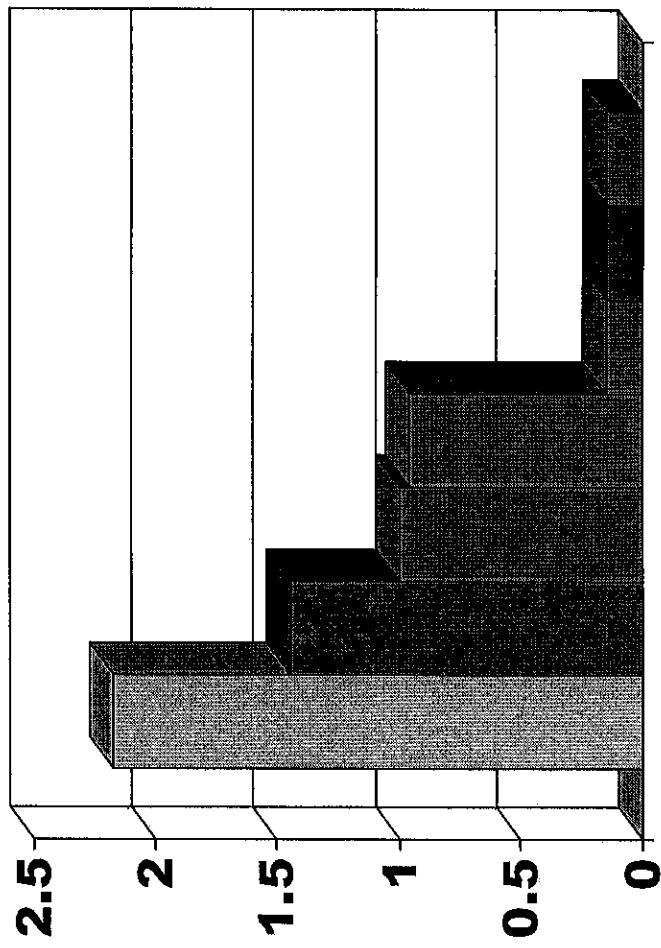
- INTEGRATED WASTE MANAGEMENT
- WATER
- CEMETERY
- GRANTS

ORGANIZATIONAL CHART

6.025 Full Time Equivalent Positions



Distribution of 6.025 FTE Personnel



Distribution of Personnel

- Water (2.176)
- Administration (1.446)
- Grants (1.0)
- Public Works (.9525)
- Recycling (.15)
- Police (.15)
- Cemetery (.15)

General Fund Assumptions

- Continuation of sales tax add on
- 2% salary adjustments plus promotional progression
- Reduction in records manager
- Health insurance 10% increase
- Reduction in attorney expense
- Reduction in planning expense
- \$6,000 TOT allocation

General Fund Assumptions (continued)

- \$2,006 new required permit fee
- \$3,000 cherry tree trimming
- \$10,000 public works set aside/reserve
- \$10,000 fire set aside/reserve
- Sound system replacement
- Lap top replacement
- Prorated (65%) radio communication system

General Fund

- Revenue:

492,703

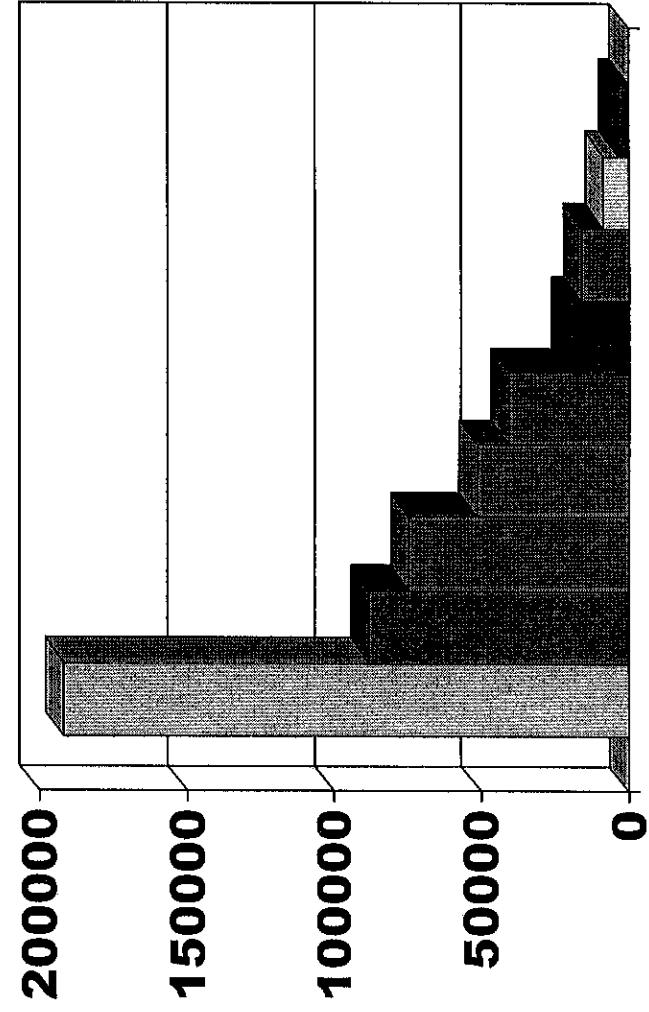
- Expenditures:

• Administrative	\$ 273,492
• Police	104,178
• Fire	21,321
• Public Works	118,676

- Difference

24,964

General Fund Revenues



- Sales Tax
- TOT
- Property Tax
- State In Lieu
- Rental Income
- Interest
- Bldg/Planning
- Other permit fees
- Other

Integrated Waste Management

- Prorated staffing costs
- Recycling Revenue
- Disposal Costs
- Blue Bag Sales
- \$5,000 Cal Recycle Grant

Integrated Waste Management

- Revenue \$ 41,660
 - Expenditures \$ 38,884

Water Fund

- Prorated staffing costs
- \$15,000 set aside/reserve
- Prorated (35%) purchase of radio communication system
- Replacement of two hydrants (plus carry over two from current year budget)

Water Fund

- Revenues \$ 288,200
 - Expenditures \$ 304,169
 - Difference \$ 15,969

Cemetery Fund

- Prorated staffing costs
- Plot sales

Cemetery Fund

- Revenue \$ 8,000
 - Expenditures \$ 10,184
 - Difference \$ 2,184

Grant Projects in Progress

- Streetlight replacements
- Gateway Project
- Azalea & Pacific Improvements
- Stormwater Management Improvement
- Pier Reconstruction and Stormwater Treatment System
- Luffenholtz Creek Sediment Reduction
- Trinidad to Humboldt Bay Coastal Watershed Program
- Secure funds for town hall furnace project
- Indian Gaming Grant
- Turbidity Monitoring (SCADA upgrade)
- Water Plant Improvement Project
- Completion of and final reconciliation of Proposition 1B allocation

Next Steps

- Consider TOT Allocation
- Direct any changes or additions (can also be done during course of fiscal year)
- Schedule adoption by Resolution at meeting of June 13, 2012